

THE POLICE DEPARTMENT - ANIMAL SERVICES IS HIRING!

VETERINARY TECHNICIAN Part-time / Benefited

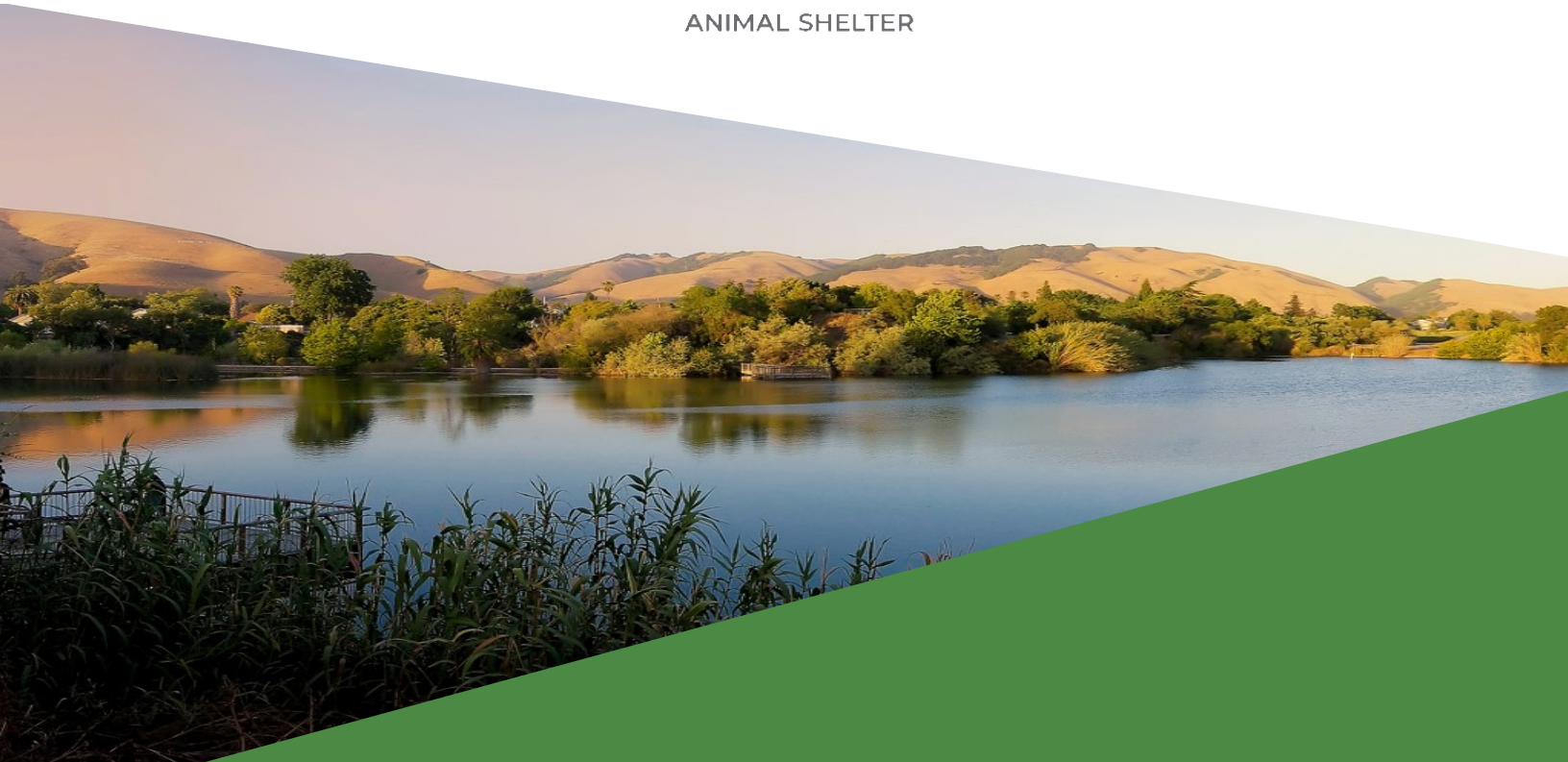
**Applications will be considered upon receipt. Interested
candidates are encouraged to apply immediately.**

This recruitment will remain open until filled

TRI-CITY



ANIMAL SHELTER





About Us

Fremont is a well-managed and innovative city! Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, clean technology and advanced manufacturing, a low crime rate, great schools, a low unemployment rate, quality parks, nearby open space, and an incredibly diverse population of over 235,000 residents. As a full-service city, Fremont employs 962 regular employees and operates on a FY 2020-21 General Fund budget of \$213.4 million. With its strong and diversified business base, Fremont is an important economic force in the region. The City strives to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager.



The Department

The Fremont Police Department values dedication, integrity and professionalism. These characteristics are the framework to their mission and vision. They are the foundation of how they carry out their duties and responsibilities. With daily opportunities to serve, you will never have to search your life for meaning.

Ideal Candidate

The Fremont Police Department Animal Services is seeking a motivated candidate with experience working in a veterinary or shelter environment providing humane animal handling and restraint techniques of healthy, ill and unsocialized or feral animals. In addition, the successful candidate will perform a basic physical examination; understand infectious disease; communicate effectively with colleagues and the public; perform functions required for pre- and post-surgical care including, but not limited to, sterility, operating an anesthesia machine, IV catheter placement, calculating drug and fluid dosages, operating an autoclave machine, preparing animals for surgery; comply with all laws pertaining to controlled substances, record keeping and drug logs; maintain and create patient records, drug inventory, and written communication; possess strong computer skills; and initiate and complete tasks, while working autonomously.



The Position & Responsibilities

The part-time Veterinary Technician will be working 20 hours per week. The selected candidate must practice and encourage the humane treatment of animals. Examples of duties include:

- Provide intake examinations, document animal's gender, medical conditions, age, dental condition, temperament, breed.
- Record and maintain health and temperament information on all animals.
- Oversee in-kennel enrichment for shelter animals.
- Conduct pre-adoption health evaluations for dogs, cats, and other species.
- Vaccinate animals and administer medications as prescribed by a veterinarian for the treatment and prevention of animal illnesses.
- Provide paraprofessional medical care and treatment under the direction of veterinarians.
- Assist veterinarians with high volume spay/neuter surgeries and other medical procedures.
- Conduct humane animal euthanasia.
- Maintain inventory of all pharmaceuticals, medical equipment, and supplies.
- Maintain accurate and thorough records of all surgeries, drugs administered, and other information according to all mandated federal, state, local, and professional standards and procedures.
- Assist customers and coworkers with information on the condition of the animals evaluated.
- Actively participate in the resolution of shelter-wide problems.

Minimum Qualifications

The successful candidate will have any combination of education and/or experience that has provided the knowledge and skills necessary to satisfactorily perform the essential duties of the job. A typical way to obtain the required knowledge and skills would be:

Education: Two (2) years of college preferably in veterinary science.

Experience: Two (2) years in interpretation and enforcement of laws or codes, preferably related to animal control work.

Licenses/Certificates/Special Requirements:

- A valid Class C California Driver's License is required by the time of appointment and will be placed in a pull-notice program.
- Possession of a valid Registered Veterinary Technician license issued by the State of California (required by law within one year of employment is required).
- Willingness to respond to emergency animal services assignments during off-duty hours, and may be subject to a mandatory on-call rotation.

Compensation and Benefits

The hourly rate is \$25.55 —\$31.04 depending on qualifications.

The following generous benefits are provided (pro-rated for 20 hours/week). Current benefit features include:

- **Medical** – A variety of plans are offered through CalPERS.
- **Dental** – Plans are offered through Delta Dental.
- **Vision** – Plans are offered through VSP.
- Cafeteria Benefits Plan for employees/dependents includes up to \$2,350 monthly to purchase medical, dental and vision plans. The monthly HBA amount is pro-rated for employees that work less than 40 hours/week.
- **Retirement:** As defined by the Public Employees' Pension Reform Act of 2013 (PEPRA) and in the *CalPERS retirement system, Classic Members will receive CalPERS retirement benefits under the 2% at age 60 plan. New Members will receive CalPERS retirement benefits under the 2% at age 62 plan.
- **Deferred Compensation Voluntary Plan Options** – The City offers two optional 457 plans for employee participation.
- **Income Protection** – The City provides basic plan coverage for Life and Accidental Death and Dismemberment and Long Term Disability with additional coverage available for purchase by the employee.
- **Flexible Benefit Plan** – Employees have the option to contribute tax-free income for medical premiums, healthcare reimbursement and dependent care reimbursement.
- **Commuter Benefits (Parking and Transportation)** – Employees have the option to set aside money on a pre-tax basis to pay for work-related commuting and parking expenses.
- **General Leave** – Varies based on years of experience
- **Holidays** – 12 days paid and 1 floating holiday
- A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This position is represented by the CFEA bargaining unit. The probationary period for this position is 12 months.



How To Join Our Team

To be considered for this position, apply online by submitting a completed City application, resume and supplemental questionnaire through our on line application system: www.fremont.gov/cityjobs.

The process may include individual and/or panel interviews, polygraph, background check, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

Tentative Recruitment Schedule

This position will remain open until filled. Interested candidates are encouraged to apply as soon as possible.

Applications will be considered upon receipt: Interested candidates are encouraged to apply immediately.

Oral Board Interviews: Date(s) to be determined when a viable number of candidates is reached.

Hire Date: As soon as possible or at a mutually agreeable date.

Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by sending an email to humanresources@fremont.gov.

The City of Fremont is an Equal Opportunity Employer.



The information contained herein is subject to change and does not constitute either an expressed or implied contract

Supplemental Questionnaire - Veterinary Technician

General Information

The completion of this supplemental questionnaire is required in order to be considered for the Veterinary Technician position, and is an integral part of the examination process to assess your qualifications and experience as it relates to the position. You will be prompted to respond to the following questions in the online application process:

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer “see resume” or “see application” as these are not valid answers. Select “Yes” to reflect that you have read and understand this statement.
 - ☐ Yes
 - ☐ No
2. What is your highest level of education?
 - ☐ Did not complete high school or equivalent
 - ☐ Completion of twelfth grade or equivalent
 - ☐ Some college
 - ☐ Associate’s degree
 - ☐ Bachelor’s degree or higher
3. Please specify if your education is in veterinary science or a related field.
4. Please describe how your education and/or work experience has provided you with the qualifying knowledge, skills and abilities to perform the job duties for the Animal Health Technician position.
5. Do you have at least (2) years of experience interpreting laws or codes?
 - ☐ Yes
 - ☐ No
6. Please describe your relevant experience interpreting laws or codes, including any specific experience related to animal control work.
7. Do you possess a valid Registered Veterinary Technician (RVT) certificate issued by the State of California?
 - ☐ Yes, I possess a valid RVT certificate issued by the State of California.
 - ☐ No, but I understand I must possess a valid RVT certificate within one year of employment.
8. If you answered “no” to question #7, please indicate if you are in the process of obtaining a valid RVT certificate and when you expect to obtain it. If you are not in the process of obtaining a valid RVT certificate, enter “n/a”.
9. Describe any work experience that you have in a veterinary or shelter environment? If you do not have experience, specify “n/a”.
10. The Veterinary Technician is a part-time, benefited position and will be working 20 hours per week. Select “Yes” to reflect that you have read and understand this statement.
 - ☐ Yes
 - ☐ No